



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

CATHERINE CORTEZ MASTO
Attorney General

KEITH G. MUNRO
Assistant Attorney General

NICHOLAS A. TRUTANICH
Chief of Staff

***Position Announcement
Statewide Open Competitive***

Administration Division/Attorney General's Office

POSITION TITLE: Public Information Officer

DUTY STATION: Carson City or Las Vegas Nevada

APPROXIMATE SALARY: Up to \$70,894.00 - Employee/Employer Paid
Up to \$62,808.00 - Employer Paid

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's Office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: Respond to media inquiries and develop talking points or quotes; draft press releases, memos, and talking points as assigned; assist other staff, including AG, Assistant AG, Chief of Staff, and Public, as needed on a variety of media relations issues and special projects; monitor national and statewide news media daily for issues related to the work of the AGO; mentor communications interns; assist in newsletter production, maintaining media lists, basic website updates, and day to day operations including event set up; write/manage content for AGO's social media sites such as Facebook, Twitter, and YouTube, including graphics/infographics; other responsibilities may be assigned. Some overnight travel may be required.

POSITION CHARACTERISTICS: The candidate selected will have a high degree of proficiency in writing, and public speaking ability. The selected candidate will demonstrate the capacity to establish successful interpersonal relationships, teamwork, plus excellent organization and time management.

POSITION REQUIREMENTS: Bachelor's degree, preferably in Journalism, Communications, Political Science, or other related field; Minimum 1 year experience in journalism or public relations; Strong writing, oral communication, and research skills;

experience with new media, graphics, photography, video editing preferred, but not required; ability to work on a deadline and manage multiple projects in a fast-paced environment; exceptional attention to detail; skilled in Word, Excel, PowerPoint, and online collaboration tools (such as Google Docs, Doodle, DropBox), and can otherwise quickly learn new programs; willingness to travel; Nevada ties are a plus.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use standard office equipment; The position requires vision sufficient to efficiently and effectively read printed materials and a computer screen; hearing and speech sufficient to effectively communicate in person and over the telephone, and in a clear and understandable manner. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The incumbent may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Applicants must e-mail, fax, or deliver a cover letter, resume and a writing sample to:

Nevada Office of the Attorney General
Nicholas A. Trutanich, Chief of Staff
100 N. Carson Street
Carson City, NV 89701-4717
Fax number: (775) 684-1108
E-mail address: ntrutanich@ag.nv.gov

Announcement will remain posted until filled.

The Attorney General's Office is an Equal Opportunity Employer.